



# Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

## Office of Detention Facilities

January 31, 2018

Sheriff Mylan Fink  
Fond du Lac County Sheriff's Department  
63 Western Ave  
Fond du Lac, WI 54935

### **RE: 2017 Fond du Lac County Jail Inspection**

Dear Sheriff Fink:

On December 13<sup>th</sup> & 14<sup>th</sup>, 2017 the annual inspection of the Fond du Lac County Jail was conducted pursuant to Wisconsin State Statute 301.37(3). The inspection compared the facility and its operation to applicable state statutes and Department of Corrections Administrative Rule Chapter DOC 350. This report summarizes my findings, including the progress made following previous inspections, any current initiatives and any statute or administrative code violations.

On the date of the inspection there was a total population of 259. There were 245 adult inmates housed within the facility including 12 ES contract beds and 24 DCI contract beds. There were 14 inmates assigned to the GPS monitoring program and 0 SWRP.

### **Summary of Progress and Initiatives**

#### *Operational changes and improvements:*

- ✓ Electronic Medical Records via CorrecTek implemented in November
- ✓ Added another Taser Instructor and provided additional officers training
- ✓ Added 2 additional POSC Instructors
- ✓ Sent 2 Sergeants to Servant Leadership Training
- ✓ Increased Nursing coverage to 7 days per week
- ✓ Increased QMHP to 40 hours per week
- ✓ Updated the Hospital/Vigil/Transport policies and provided training
- ✓ Updated the inmate phone system to eliminate calling cards to phone time
- ✓ Narcan policy implemented and Sergeants trained
- ✓ Hired/trained 12 new Correctional Officers
- ✓ Updated the Inmate Observation/Watch forms
- ✓ All MSA fire tanks were sent in for hydro testing
- ✓ Updated the inmate blanket exchange procedure
- ✓ Maintenance completed in Sections C, D, F, & G Showers
- ✓ Trained 4 Officers in Classification
- ✓ Fond du Lac County Wrap Around Steering Committee Created- Inmate Reentry Program

- ✓ Improved hiring process and background requirements for new Correctional Officers
- ✓ Painting completed, identified graffiti areas addressed
- ✓ Grievance tracking procedure implemented

*Current Operational Initiatives:*

- Train all Officers in Narcan
- Implement 12 hour shift / Pitman Schedule
- 2 new Correctional Officer positions
- 2<sup>nd</sup> Court Officer position
- 1<sup>st</sup> shift Program Sergeant Position
- Continue CorrecTek training
- Increase Nursing coverage to 16 hours per day
- Implement Nursing staff to conduct medication distribution
- Continue to send Sergeants to Servant Leadership
- Update and implement select policies
- Debit Card for Money release
- Wrap Around Program
- Tax Intercept

## **Jail Operations**

### **Current Programming Opportunities-**

- ❖ Community Service Programming is available to save bed days.
- ❖ Religious Programming: 3 services weekly: Lutheran, Catholic and non-denominational.
- ❖ AA
- ❖ NA
- ❖ GED & Testing is coordinated through Moraine Park Technical College.
- ❖ Parenting Classes
- ❖ Anger Management Classes run 10 weeks with a certificate of completion.
- ❖ Domestic Violence Group Sessions – St. Agnes
- ❖ Money Management and Financial Wellness

## **Recommendations**

- **Medical and Mental Health-** Review of current hours should be completed to ensure facility needs are being met with regard to overall provision to include the hours of service provision. Administration has identified an operational need for increased daily hours of medical coverage that I would encourage to be explored. ~ *Repeat from previous inspection period.*

- [REDACTED]

- **Staffing Agreement** – The current staffing agreement was reached with the County Board, citing Resolution 29-06 signed on May 18, 2006. With changes in staffing patterns and core services needed this agreement should be reviewed for accuracy and authentication.

- [REDACTED]

On the date of the inspection there were **no violations of Administrative Code** found at the facility. Please extend my gratitude to Captain Kevin Galske and the remainder of the staff for their professionalism and for accommodating my inspection. The Correctional Division has a team of leadership in place that has done a great job of identifying areas and current process in place that are in need of potential review and modification in some instances. They have continued to strive forward over the past several years and are continually tweaking the operation to meet current standards for good correctional practice.

**The Fond du Lac County Jail is approved by the Department of Corrections for the detention of adult offenders with a maximum capacity of 335.** This approval is contingent on the correction of the violations detailed above and continuing compliance with all applicable Wisconsin State Statutes and administrative codes.

If I can assist you in any manner, or if you have any questions, please feel free to contact me.

Sincerely,



Nancy Thelen, Northeastern Region  
DOC-Office of Detention Facilities

Cc: Captain Kevin Galske, Jail Administrator  
Kristi Dietz, Director – ODF  
Regional file

## CHAPTER DOC 350 INSPECTION DOCUMENT

COUNTY: Fond du Lac

DATE: December 13 & 14, 2017

### INMATE HOUSING AND CLASSIFICATION

**DOC 350.05 (3) (d)** In jails that are constructed or substantially remodeled on or after September 1, 2014, double cells shall have a floor area of at least 25 square feet of unencumbered space per occupant.

#### COMPLIANCE

#### VERIFICATION

<input type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: N/A

**DOC 350.06 (3) (d), DOC 350.07 (4)** In jails that are constructed or substantially remodeled prior to September 1, 2014, to be used for double occupancy, a cell shall have a floor area of at least 70 square feet. NOTE: ODF recognizes current code does not reflect the "grandfather" provision that prior to March 1, 1990, a cell shall have a floor area of at least 54 square feet.

#### COMPLIANCE

#### VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input type="checkbox"/> Verbal confirmation by facility staff	

Comments: All areas within the facility have met code requirements and previously received DOC approval. There are currently 15 beds that are utilized for double occupancy.

**DOC 350.20 Double celling.** If approved by the department, the jail shall have policies and procedures relating to double celling.

**DOC 350.20 (1)** The county board and sheriff shall determine jointly the adequate staffing needs, including support staff and services that are required to ensure the health, safety and security of the jail staff and inmates when using cells for double occupancy. The joint determination shall be in writing and signed by the representatives of the county board and the sheriff and shall be filed with the department. The written joint determination shall remain in effect until rescinded or amended by mutual written agreement of the county board and sheriff. Unless there is adequate staff as agreed upon by the county board and sheriff, double celling may not occur.

The written agreement between the County Board and Sheriff is on file with the department and contains the following elements:

- The County Board and Sheriff agree to the stated staffing levels
- The staffing levels include security staff, health care staff, support and service staff and administrative staff
- The staffing pattern is detailed in the written agreement
- The agreement is signed by representatives of the County Board and the Sheriff

#### COMPLIANCE

#### VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input checked="" type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Policy # 211.16(D) A staffing agreement was reached with the County Board, citing Resolution 29-06 signed on May 18, 2006. This agreement should be reviewed for accuracy and authentication. ~Repeat from prior inspection periods.

**DOC 350.20 (2) Inmates housed in the same cell shall have the same custody classification and be properly segregated as required under s. 302.36, Stats.**

COMPLIANCE		VERIFICATION			
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Reviewed with Jail Administration.**

**DOC 350.20 (3) For male and female housing areas, at least one cell or 15% of the jail's total number of cells, whichever is greater, shall be maintained for single occupancy.**

COMPLIANCE		VERIFICATION			
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Reviewed with Jail Administration.**

**DOC 350.20 (4) Receiving cells may not be used for double occupancy.**

COMPLIANCE		VERIFICATION			
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input checked="" type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Receiving cells are single occupancy only.**

**DOC 350.21 Inmate classification. All jails shall meet the requirements set forth in s. 302.36 Stats. The sheriff shall establish and maintain an objective prisoner classification system to determine prisoner custody status and housing assignment, and develop eligibility criteria for prisoner participation in available work assignments, programs and community service projects. The jail shall have policies and procedures relating to classification.**

**DOC 350.21 (1) Description of the objective prisoner classification system, including the identification and training of staff authorized to classify prisoners, initial classification and reclassification procedures and prisoner appeal process.**

**DOC 350.21 (2) Eligibility criteria for prisoner participation in available work assignments, programs and community service projects.**

**DOC 350.21 (3) Review of prisoner classification decisions.**

- The jail has implemented an objective classification system based on point additive formula or decision tree forced choice or similar formalized mechanism for housing determination.
- A written policy is provided to all correctional staff detailing classification process.
- Policy clearly identifies personnel authorized to classify inmate housing assignments.
- Personnel assigned to complete inmate classification assignment receive formal training.
- A process is in place for supervising personnel to complete a secondary review of reclassification and appeals.
- Sufficient housing exists to meet classification guidelines to male and female inmates.
- Inmates housed in the same cell shall have the same security classification and be properly segregated as required in s. 302.36 Stats.

COMPLIANCE		VERIFICATION			
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Policy # 211.16 Classification is currently through a decision tree system. All offenders are classified and reclassified following set timeframes and on an as needed basis regarding behavior and other mitigating factors. Efforts to properly classify offenders are taken seriously and reportedly have contributed to greater climate control facility-wide.**

## SAFETY AND SECURITY PRACTICES

### DOC 350.18 Security. The jail shall have policies and procedures relating to jail security.

- Portable communications and alarm systems are in good working condition
- Intercom and emergency notification devices are in good working order

### DOC 350.18 (1) Inmate supervision. The jail shall have a system providing for well-being checks of inmates. Policies and procedures shall provide that all inmates are personally observed by jail security staff at staggered intervals not to exceed the following:

(a) 60 minutes (b) 15 minutes for inmates housed on suicide watch.

- All inmates are personally observed during each physical inspection.
- In housing units of multiple cells, officers are encouraged to complete physical inspections from within the housing unit.

### DOC 350.18 (2) Supplemental observation. A video monitoring system may be used to supplement but not replace personal observations.

### DOC 350.18 (3) Documentation. Each observation shall be documented.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: Policy # 213.05 Documentation indicates security checks are being completed approximately [REDACTED] minutes in some areas, while approximately [REDACTED] in other areas. Paper format documentation was reviewed as a part of the inspection process. These logs are maintained in conjunction with the Pipe/Wand system. Administration is reviewing documentation to ensure proper climate and offender activity documentation. Suicide watch logs reviewed on the date of the inspection indicated much improvement with regard to the 15 minute requirement being met. This has been identified by administration as an area of focus and it has notable improvement.

### DOC 350.18 (4) Inmate counts. Description of the system for physically counting inmates. Formal counts shall be completed and documented at least three times per day, with a minimum of one count per shift.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: Standing counts are now conducted and documented a minimum of 3x day.

### DOC 350.18 (5) Security inspections. Descriptions of procedures for conducting and documenting facility and area searches.

- Facility and area searches are completed and documented.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: Policy # 212.02 Documentation is completed and reviewed.

### DOC 350.18 (6) Inmate searches. Descriptions of procedures for conducting and documenting inmate pat down, strip and body cavity searches.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: **Reviewed with Jail Administration.**

**DOC 350.18 (7) Door and lock inspections. Monthly inspections shall be made to determine if all jail doors and locks within and to the secure perimeter of the facility are in good working order. Each inspection shall be documented.**

- The remote security controls of doors and locks are all operable.
- All manufacturing doors, locks and releases are repaired in a timely manner.
- The jail staff demonstrate a proficiency in operating all locks, doors and releases.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 213.02 All locking mechanisms are checked on a monthly basis by staff members who rotate the responsibility. All inspections are documented on newly implemented forms noting any repairs that are required and incorporating when they are taken care of and include who completed the repair. Oversight in this area falls under the responsibility of the 3<sup>rd</sup> shift Officers under the primary direction of an assigned Sergeant.**

**DOC 350.18 (8) Key control. Control and use of jail keys, including all of the following:**

- (a) All issued keys shall be inventoried and accounted for at shift change
- (b) All keys shall be stored in a secure area and accessible in the event of an emergency
- (c) Inmate are not permitted to handle or utilize jail keys.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 213.03 This information is captured at shift change via JMS.**

**DOC 350.18 (9) Weapons control. Introduction, availability, control, inventory, storage and use of firearms, chemical agents, electronic control devices or other related security devices and specification of the level of authority required for their access and use.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 213.04**

**DOC 350.18 (10) Tools and sharps control. Introduction, availability, control, inventory, storage and use of tools and sharps within the facility.**

- Documentation of the control and inventory is maintained

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
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<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Gun lockers are provided prior to entry of the facility. Other sharps and tools within the facility are under staff control and storage. The EMS response bags have been added to the monthly fire Inspection logs.**



**DOC 350.19 Fire Safety. The jail shall have policies and procedures relating to fire safety.**

**DOC 350.19 (2) Each jail shall develop a fire safety policy in accordance with local fire department recommendations that addresses all of the following:**

- a) Local fire department inspection requirements under sub. (5).
- b) Fire protection equipment location and maintenance. Each jail shall have and shall properly maintain fire alarms, smoke and thermal detectors, fire extinguishers and self-contained breathing apparatuses which operate for at least 30 minutes.
  - Fire extinguishers are properly maintained with recorded time and date of inspection.
  - Fire extinguishers are properly placed, secured and easily accessible to staff.
  - A fire extinguisher suitable for grease fires is provided in the kitchen.
  - Jail staff can demonstrate proficiency in the use of fire protection equipment.
- c) Training of staff in equipment use and the evacuation of inmates
  - Staff training is documented.
- d) A written evacuation plan
  - Jail staff can articulate or demonstrate the evacuation routes and policies of the jail.

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 213.12 Fire extinguishers and SCBAs are checked on a monthly basis. Staff training on the use of equipment was completed at the March 2017 inservice.**

**DOC 350.19 (3) The evacuation route developed as part of the evacuation plan under sub. (2)(d) shall be posted in a conspicuous place for jail staff in the jail.**

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Jail Administration.**

**DOC 350.19 (4) Fire safety evacuation and other procedures shall be practiced or simulated by all jail staff at least once every 12 months. Each practice or simulation shall be documented.**

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 213.12 ( c ) Jail Administration is also currently working with the local fire department to review current updated policies and develop training exercises. Exercises that have been completed in the past continue to be reported as very successful. Staff training on evacuation was completed at the March 2017 inservice.**

**DOC 350.19 (5) The facility shall be inspected by the local fire department at least once every 12 months and a record thereof shall be maintained.**

- The fire inspection report supports that the facility conforms to applicable fire safety codes.

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
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<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Fire Department inspections were completed on 4/06/17 & 10/23/17.**



**DOC 350.19 (6) There shall be monthly inspections of the facility to ensure compliance with safety and fire prevention standards. Inspections shall be documented.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Monthly forms are utilized and review has been completed to ensure the current documentation includes all desired components.

**DOC 350.22 Use of Force. The jail shall have policies and procedures for the use of force.**

**DOC 350.22 (1) Jail staff may use physical force against an inmate only if force is necessary to change the location of an inmate or to prevent death or bodily injury to the staff member, the inmate or someone else, unlawful damage to property, or the escape of an inmate from the jail. Staff may use only the amount of force reasonably necessary to achieve the objective for which force is used. Corporal punishment of inmates is forbidden.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Policy # 108.01 Process is under continual review, and all incidents are thoroughly reviewed by Management.

**DOC 350.22 (2) Any staff member who has used force to control an inmate or inmates shall submit a written report to the sheriff, jail administrator or the staff member's supervisor describing the incident. The report shall include all known relevant facts and be submitted by the end of the shift, unless otherwise authorized by the sheriff or sheriff's designee.**

- Supervisory review is conducted and documented.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Staff training on the use of equipment was completed at the March 2017 inservice.

**DOC 350.23 Use of restraints. The jail shall have policies and procedures governing the use of restraints and control devices.**

**DOC 350.23 (1) Restraint devices are never used as punishment and are not applied longer than necessary.**

- Inventories are conducted and documented.

**DOC 350.23 (2) When an inmate is mechanically restrained for non-routine purposes, a written report must be completed by the end of the shift, unless otherwise authorized by the sheriff or sheriff's designee. Documentation shall include the reason for use, duration of use and corresponding wellness checks.**

- Supervisory review is conducted and documented

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Staff training on the use of equipment was completed at the March 2017 inservice.

**DOC 350.24 Discipline.** The jail shall have policies and procedures outlining inmate discipline and due process.

**DOC 350.24 (1) Inmates rules of behavior.** Every jail shall have written rules of behavior for inmates. At the time of admission, each person shall be notified verbally of the existence of jail rules for inmate behavior and the potential disciplinary actions for violations of the rules. Each inmate shall be provided with a copy of the jail rules or copies of the rules shall be posted in conspicuous places in the jail.

**DOC 350.24 (2) Discipline for minor violation. (See code for specific language.)**

- (a) A minor discipline is a verbal or written reprimand, restriction of privileges or placement in disciplinary segregation for 24 hours or less.
- (b) Inmate is informed of violation, potential discipline and disciplinary procedures for minor violations.
- (c) Inmate has opportunity to make verbal statement about alleged violation to a staff member
- (d) Staff member may impose a minor discipline if found that violation occurred
- (e) Supervisor is informed of incident by staff member. If supervisor concludes violation is major, then it shall be handled in accordance with Sub. (3). If supervisor finds that no violation occurred, the inmate shall be notified that the charge has been dismissed.
- (f) Inmate is notified of right to appeal and of appeal procedure.
- (g) Information made part of inmate's file. If supervisor finds no violation occurred, the due process records shall reflect those findings.

**DOC350.24 (3) Discipline for major violation. (See code for specific language.)**

- (a) A major discipline is restriction of privileges for more than 24 hours, placement in solitary confinement for more than 24 hours in accordance with s. 302.40, Stats., loss of good time in accordance with s. 302.43, Stats., restrictions affecting Huber law privileges in accordance s. 303.08, Stats., or restrictions affecting work release in accordance with s. 303.065, Stats.
- (b) Written report to supervisor within 24 hours of incident
- (c) Inmate notification of charges and right to hearing 24 hours in advance of hearing.
- (d) Due process hearing within seven calendar days, unless inmate waives the right to a due process hearing.
  - 1. Impartial hearing officer or committee (not involved in incident)
  - 2. Inmate's right to be present at hearing, make a statement and present evidence. Reason for inmate's absence documented.
  - 3. Inmate's right to present witnesses. Reason for absence of witness documented.
  - 4. Inmate's right to staff advocate if inmate is illiterate or if issues are complex.
  - 5. Hearing officer may consider inmate's mental illness, developmental disability or other emotional or mental disability as a mitigating factor in imposing discipline.
  - 6. Written decision stating discipline administered. Copy to inmate.
  - 7. Inmate is notified of right to appeal and appeal procedure
  - 8. Incident information, discipline administered and decision shall be made part of inmate file. If found no violation occurred, the due process records shall reflect those findings.
- (e) If inmate waives right to a due process hearing, violation shall be disposed of in accordance with procedures for minor violations. Major discipline may be imposed if relevant staff member finds a violation occurred. Waiver does not constitute an admission of the alleged violation.

**350.24(4) Classification.**

- (a) An inmate may be evaluated for custody classification following the imposition of discipline.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 210.03 Process is under continual review, and all incidents are thoroughly reviewed by Management.**

## HEALTH CARE

**DOC 350.13 Inmate health screening.** The jail shall have policies and procedures for inmate health screening.

**DOC 350.13 (1)** Use of a health screening form that is developed in conjunction with health care professionals and is used at booking with each inmate to record information about medical, mental health and dental conditions, physical and developmental disabilities, alcohol or other drug abuse problems and suicide risk.

**DOC 350.13 (2)** Referrals to medical, mental health or supervisory staff in a timely manner in response to identified concerns. If urgent concerns are identified, the referral shall be immediate.

**DOC 350.13 (3)** Review of the health screening form by health care or other designated staff within 72 hours if non-urgent concerns are identified.

- Review by health care provider is conducted and documented.

**DOC 350.13 (4)** Documentation of health screening results and subsequent review of the health screening form in an inmate's confidential file.

- Health screening forms are legible, accurate and complete, including detailed narratives when necessary.
- Health care professionals provided input into the content of the health screening form.
- The health screening form contains usable information relating to the inmate's medical condition, dental condition, medical disabilities, developmental disabilities, alcohol and other drug abuse and suicide risk.
- A health screening form is completed for each inmate booked into the facility.
- The health screening forms are reviewed for completeness, accuracy, legibility and the appropriateness of the decisions made regarding referral, housing, classification and other actions.
- The identity of the person completing the health screening form is documented.

### COMPLIANCE

### VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input checked="" type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Policy # 104.02 & 107.01** Forms are provided for the request of medical care. Officers and the medical staff can refer offenders for treatment. All requests are reviewed on a daily basis by medical staff and documented, to include disposition in the medical file.

**DOC 350.13 (5)** A health appraisal that is to be completed within 14 days after arrival at the facility unless a health appraisal has been completed by health care staff within the previous 90 days. The health appraisal shall be completed by health care staff in accordance with protocols established by the responsible physician.

### COMPLIANCE

### VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Policy # 104.04** This is completed and documented within the inmate's medical file. Huber inmates are included in this process.

**DOC 350.14 Inmate health care.** There shall be sufficient equipment, material, space and supplies for the performance of health care services in a confidential manner.

### COMPLIANCE

### VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input checked="" type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Policy # 104.08** HSU space has increased over the past few years based on inmate populations. It is an area that is continually reviewed for efficiency of services. Implemented space changes are reportedly working well.

**DOC 350.14 (1) The sheriff shall provide or secure necessary medical and mental health treatment and emergency dental care for inmates in custody.**

- Jail provides a specific form for inmates to request medical assessment or treatment.
- All inmate requests for medical care are reviewed by health care staff.
- The dispositions of the inmate medical requests are documented by health care staff members.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Requests are reviewed by medical staff on a daily basis to include weekends.**

**DOC 350.14 (3) Health care staff shall be in compliance with state and federal licensure certification and registration. Verification of compliance shall be maintained at the facility.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Licensures are maintained on file at the facility.**

**DOC 350.14 (4) Medical records shall be kept separate from other records and shall be maintained in a confidential manner in accordance with s. 146.81 to s. 146.83, Stats., and any other applicable state or federal laws.**

- Medical record accessibility is limited to medical staff, the jail administrator and the administrator's designees as appropriate.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments:

**DOC 350.14 (6) Officers shall receive documented annual training on health care policies and procedures, medications and health screening at the time of admission.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 104.02, 219.03 & 04 This was completed in March 2017 for all officers.**

**DOC 350.15 Health care policy. The jail shall have policies and procedures for inmate health care.**

**DOC 350.15 (1) Documentation of health referrals made or health care provided.**

**DOC 350.15 (2) Maintenance of documents in an inmate's confidential file.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 104.02 & 224.01**

**DOC 350.15 (3) Names, addresses and telephone numbers of health care providers or agencies who have agreed to provide emergency and routine health care services for inmates.**

- Contact information is available to staff.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with HSU Manager.**

**DOC 350.15 (4) Referral of an inmate to jail health care staff or to other agencies that provide health care.**

- Health care referrals are made and documented.
- Staff are knowledgeable about the health care referral process.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with HSU Manager.**

**DOC 350.15 (5) Designation of staff who have authority to make health care decisions, including emergency medical and dental care.**

**DOC 350.15 (6) Non-emergency health care, including the use of an inmate's personal physician.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with HSU Manager.**

**DOC 350.15 (7) Schedule of inmate access to routine medical care.**

- The schedule of inmate access to medical care is provided to inmates in writing via handbook, posted notice, inmate rule and regulation list, or other appropriate means.
- An alternative means for inmates to access medical care is provided if the inmates are unable to read or write.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Sick call is available 7 days a week.**

**DOC 350.15 (8) Provision for inmates with chronic medical conditions.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with HSU Manager.**

**DOC 350.15 (9) Procedure for processing inmate medical requests on a daily basis.**

- Inmate medical requests are documented on an official medical request form.
- Written disposition of medical requests are retained in inmate's confidential medical file.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Requests are seen by medical staff on a daily basis to include weekends.**

**DOC 350.15 (10) Documentation in an inmate's confidential medical file of any referral and identification of the services provided, including emergency services.**

- Health care services provided or refused are documented in the inmate's confidential medical file.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with HSU Manager.**

**DOC 350.15 (11) Provision of special diet if ordered by a qualified health care professional.**

- Special diets ordered by a qualified health care professional are documented in the inmate's confidential medical file.
- The jail health care providers, food service providers, and correctional staff are notified of special diets ordered by a qualified health care professional.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Process is reportedly working very well. All are documented and notebook communication is utilized.**

**DOC 350.15 (12) Pregnancy management.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with HSU Manager.**

**DOC 350.15 (13) Maintenance of agreements between the jail and providers of health care services.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Health care services are contractually provided by the Fond du Lac County Public Health Department. There are currently 8 hours per day, 7 days per week of medical services and 40 hours per week of Mental Health**



provided. The HSU manager is Julie Treiber. Advanced Medical provides the Doctor Services, Mental Health and medical oversight for the facility and is on site once per week. Continued review of services and facility needs is an identified priority with facility management.

**DOC 350.15 (14) Use of health transfer summary form under s. 302.388 (2), Stats.**

**Wisconsin State Statute 302.388 Prisoner medical records.**

**(2) HEALTH SUMMARY FORM.**

- (a) The department shall provide each jailer a standardized form for recording the medical conditions and history of prisoners being transferred to the department or another county's jail. Except as provided in pars. (b) and (bm), jail medical staff shall complete the form and provide it to the receiving institution intake staff at the time of each such transfer.
- (b) If the jail does not have medical staff on duty at the time of a transfer, the jailer or his or her designee shall complete as much of the form as possible and provide it to the receiving institution intake staff at the time of the transfer. The jailer shall ensure that all of the following occur within 24 hours after the transfer.
1. The jail medical staff, the prisoner's health care provider or, if the prisoner does not have a health care provider, a health care provider under contract with the jail reviews the form provided to the receiving institution at the time of the transfer.
  2. The medical staff or health care provider reviewing the form corrects any errors in the form and includes in it any additional available information.
  3. The medical staff or health care provider reviewing the form transmits the updated form or the information included on the form by the quickest available means to the receiving institution intake staff.
- (bm) Jail medical staff need not complete the form if the jailer or his or her designee provides a copy of the prisoner's complete medical file to the receiving institution intake staff at the time of the transfer.
- (f) Receiving institution intake staff may make a health summary form available to any of the following:
1. The prison's or jail's medical staff.
  2. A prisoner's healthcare provider.
  3. In the case of a prison or jail that does not have medical staff on duty at the time of the transfer, a health care provider designated by the department or the jailer to review health summary forms.
  4. In the case of a jail that does not have medical staff, a person designated by the jailer to maintain prisoner medical records.

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **This is reportedly working very well.**

**DOC 350.15 (15) Communicable disease and infection control. Policies and procedures relating to communicable disease and infection control shall contain all of the following components:**

- (a) Provision of treatment and supervision of inmates during isolation or quarantine under s. 252.06(6)(b), Stats.
- (b) Documentation of the need for isolation or quarantine under s. 252.06(6)(b), Stats., in the inmate's confidential medical file.
- (c) Provision of laboratory screening for inmates who may have been exposed to a communicable disease if ordered by medical personnel.
- (d) Provision for handling bio-hazardous waste and decontaminating medical and dental equipment in accordance with regulations.

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with HSU Manager.**

**DOC 350.15 (16) Detoxification and management of intoxicated inmates.**

- Appropriate housing and supervision is provided.

**COMPLIANCE**

**VERIFICATION**

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):



<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: **Policy # 106.07 & 220.01**

**DOC 350.16 Control and administration of medications. The jail shall have policies and procedures relating to the control, delivery and administration of prescription and non-prescription medications.**

**DOC 350.16 (1) A qualified health care professional shall prescribe medications and order treatments.**

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: **Policy # 100.02 & 220.01**

**DOC 350.16 (2) Designated trained staff may administer or deliver prescribed doses of medication at prescribed times. Annual documented training shall be provided to jail staff that deliver medications.**

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: **Annual training for staff was completed March 2017.**

**DOC 350.16 (3) Determination by appropriate personnel that all medications brought in by inmates or other persons for an inmate are necessary.**

- Verification of prescription medication is performed by a health care provider or an appropriately trained designee.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: **This process was previously revised and is reportedly working well.**

**DOC 350.16 (4) All medications brought into the jail shall be inventoried and placed in secure storage.**

**DOC 350.16 (5) Any medications kept at the jail shall be stored in a locked drug cabinet that is not accessible to inmates.**

- The storage of inmate medications makes them readily identifiable.
- Medications that require refrigeration are kept in a separate, medical refrigerator, unless the medications are secured in a separate, locked container stored in a refrigerator inaccessible to inmates.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: **All medications brought into the facility are inventoried and maintained in locked storage that is not accessible to inmates. This process is under ongoing review to ensure consistency with inventory of all medications as well as streamlining storage location.**

**DOC 350.16 (6) Administration or delivery of prescription and nonprescription medications to inmates.**

- Personnel authorized to administer medications are listed in the current policy and procedure manual and accessible to all jail staff.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input checked="" type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Reviewed with HSU Manager.**

**DOC 350.16 (7) Medication administered or delivered to an inmate shall be documented, including who prescribed the medication, who administered or delivered the medication, and the date and time of administration or delivery.**

**DOC 350.16 (8) All refusals of recommended or prescribed medications by an inmate shall be documented. A health care professional shall monitor the inmate in accordance with requirements of s. 302.384, Stats.**

- All medication documentation is complete, accurate, and legible.
- The name of the pharmacist or qualified health care professional, the full (not abbreviated) name of the medication, the dosage and frequency, the date and time of administration or delivery, and any special instructions or comments are documented for each prescription medication.
- The medication administration and delivery records are reviewed by the health care provider and/or jail administrator or designee for completeness, accuracy, and legibility.
- There are no unexplained gaps in the documentation and inmate refusals of medication are clearly indicated and documented.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input checked="" type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Medication logs reviewed appear to be complete in documentation requirements. These logs are reviewed on a regular basis (biweekly), and training is incorporated annually (March 2017) as well as on an as needed basis to educate staff on proper documentation. Follow-up is done if documentation is not complete. If medications are refused for two days, HSU is contacted to review. Refusals are documented, and the requirement of face to face refusal is enforced per policy.**

**DOC 350.16 (9) Return of an inmate's medication inventoried at admission.**

**DOC 350.16 (10) Inventory or disposal of unused medications upon the inmate's release or transfer.**

- The return of an inmate's medication is documented.
- Unused medication is disposed of by a health care provider, transferred with the inmate, or returned to a pharmacy.
- Established protocols regarding the disposal of narcotic medications, including witness presence, are followed.
- Documentation of the disposition of the medication is retained in the inmate's medical file.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Forms are utilized to streamline the continuity of this process.**

**HIGH RISK SUPERVISION**

**DOC 350.17 Suicide prevention. The jail shall have policies and procedures relating to the supervision and housing of inmates who may be at risk of seriously injuring themselves.**

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: **Policy # 104.02 & 216.02**

**DOC 350.17 (1) Obtaining documented information from the arresting or transporting agency to assess an inmate's potential for suicide or self-harm.**

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: **Arresting/Transport Officer screening form is utilized with each intake.**

**DOC 350.17 (2) Intake screening of inmates that includes interview items and staff observation related to potential suicide risk.**

- Intake screening is performed on each new inmate.
- The answers to all screening questions are documented.
- The screening form is legible, accurate, and complete, including detailed narratives when necessary.
- Appropriate follow-up questions are asked and answers recorded, when suicide risk is indicated.
- Medical or mental health care professionals review intake screening reports when risk is indicated.
- A secondary security review of intake screening reports for completeness, accuracy, legibility, consistency, appropriateness of housing assignments, appropriateness of classification and risk assessments is conducted.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: **Forms are utilized and reviewed by supervisor and medical on a daily basis. This form is also routinely reviewed for potential revision.**

**DOC 350.17 (3) Procedure for placement of an inmate on suicide watch. Policies and procedures relating to the procedure for placing an inmate on suicide watch shall include all of the following components:**

- Immediate notification to designated supervisory staff if an inmate is identified as a suicide risk.
- Designation of housing areas and security precautions for inmates who are placed on suicide watch.
- Description of monitoring procedures for inmates on suicide watch, including frequency and documentation of wellness checks.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: **Policy # 106.05 Reviewed with HSU Manager.**

**DOC 350.17 (4) Identification of trained persons who may assess an inmate's level of suicide risk.**

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: **Reviewed with Health Care Providers and Management. Agency has identified QMHP they utilize.**

**DOC 350.17 (5) Notification to qualified mental health professionals within 12 hours of placement of a potentially suicidal inmate on suicide watch. Assessment by a qualified mental health professional shall be completed as soon as practicable.**

- Recommendations and decisions from qualified mental health professional are documented and maintained at the jail.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Form is utilized. This area is continually under review by administration to ensure ongoing continuity and compliance.**

**DOC 350.17 (6) Identification of qualified mental health professionals who are authorized to remove an inmate from a suicide watch status after an on-site face-to-face assessment.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **ACH Mental Health is contracted 40 hours per week. After hours needs are provided by Fond du Lac County DCP.**

**DOC 350.17 (7) Frequency of communication between health care and jail personnel regarding the status of an inmate who is on suicide watch.**

- A clear and reliable means of communicating information between correctional staff members regarding inmates who are suicide risks is utilized.
- All communication between jail staff, administration, and medical/mental health care providers is documented, including names of those involved, summary of content of discussion, and actions taken.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Communication is reportedly very good, and all are documented. Discussions are occurring with DCP to discuss on site collaboration with current clients. This improves continuity of care and can be of benefit to overall services.**

**DOC 350.17 (8) Intervention protocol during an apparent suicide attempt, including life-sustaining measures.**

- Staff demonstrate a working knowledge of first aid and emergency response measures.
- Staff are familiar with the location and effective use of emergency response equipment.
- Staff received training on emergency response, including use of emergency response equipment within the past evaluation period.
- The actions taken in response to a suicide in progress or suicide threat are documented.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Training records reviewed indicate this training was completed for all Officers in March 2017 at the annual in-service training.**

**DOC 350.17 (9) Identification of persons to be notified in case of attempted or completed suicides.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with HSU Manager.**

**DOC 350.17 (10) Documentation of actions and decisions regarding inmates who are suicide risks, including all of the following:**

- (a) Individual initiating the suicide watch.
- (b) Date and time watch was initiated.
- (c) Reason watch was initiated.
- (d) Name of supervisor contacted.
- (e) Date and time supervisor contacted.
- (f) Name, date, and time of referral to mental health professional.
- (g) Written documentation from the mental health professional removing an inmate from a suicide watch including name, date and time.
  - Supervisory review of the relevant documentation is completed.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Forms have been reviewed and updated to capture and reflect the above information.**

**DOC 350.17 (11) Implementation of 2 hours of annual documented staff training regarding suicide prevention and identification of risk factors.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **This was completed at the Spring 2017 annual in-service training.**

**DOC 350.17 (12) Access by staff to debriefing and support services.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Administration.**

**DOC 350.17 (13) Implementation of an operational review following a suicide or significant suicide attempt.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Administration.**

**DOC 350.25 Administrative confinement.** In this section, "administrative confinement" means a non-punitive, segregated confinement of an inmate in his or her cell or other designated area to ensure personal safety and security within the jail. The jail shall have policies and procedures outlining the administrative confinement process.

**DOC 350.25 (1)** An inmate may be placed in administrative confinement if the inmate's continued presence in the general population meets one of the following:

- (a) Presents a substantial risk of physical harm to the inmate, another person or property.
- (b) Threatens the security and order of the jail.
- (c) Inhibits a pending disciplinary investigation.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 211.16 Reviewed with Administration.**

**DOC 350.25 (2)** A jail staff member shall inform his or her supervisor of any incident that may require administrative confinement of an inmate and the supervisor shall determine whether to place the inmate in administrative confinement. In the absence of his or her supervisor, a jail staff member may place an inmate in administrative confinement. The staff member's supervisor shall review that placement decision within 24 hours. This review shall include evaluation of inmate's classification.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Jail Administration. A form is being utilized, and all placements are documented and reviewed by Supervisors and Jail Administration. Confinement housing has to conform to the rules of the housing unit as prescribed through classification.**

**DOC 350.25 (3)** An inmate's progress in administrative confinement shall be reviewed by a supervisor at least once every seven days. The supervisor shall determine when the inmate no longer presents a threat to the safety, security and order of the jail and may be released to the general population. Each review shall be documented.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Jail Administration. Jail Administrator advises that all cases are reviewed and documented on a daily basis by the Staff Sergeants, 3x per week by medical personnel, as well as on a weekly basis by Administration. The weekly documents are completed to describe reason for continued placement. Segregation reviews are recommended for all offenders who are placed in any type of segregation status. All records are maintained in the inmate's file.**

**DOC 350.25 (4) The reason an inmate is placed in administrative confinement and the length of time the inmate remains in administrative confinement shall be documented in the inmate's file.**

- The inmate is informed of the reasons and conditions of the inmate's Administrative Confinement.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Forms are used and maintained.**

## RECORDS AND REPORTING

**DOC 350.10 Records and reporting.**

**DOC 350.10 (1) Register of inmates. Each jail shall keep a register of all inmates. The register shall contain identifying information on each inmate, including name, residence, age, sex, race, court order, time and cause of placement and placing authority, and time of release and releasing authority. If an inmate escapes, the time and manner of the escape shall be recorded in the register.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Records are computerized and maintained through the current software system, as well as in a handwritten ledger. The current software is through Tiburon.**

**DOC 350.10 (2) Storage of records. Records shall be kept in a secure area. Juvenile records shall be kept separate from adult records and shall be maintained in a confidential manner in accordance with s. 938.396, Stats., and any other applicable federal or state law.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **All records are kept in a secure area. Juvenile records are maintained separate from adult records.**



## MAINTENANCE OF JAIL, SANITATION AND CARE OF PRISONERS

Wisconsin State Statute 302.37 Maintenance of jail and care of prisoners.

Wisconsin State Statute 302.37 (1) (a) The sheriff or other keeper of a jail shall constantly keep it clean and in a healthful condition and pay strict attention to the personal cleanliness of the prisoners and shall cause the clothing of each prisoner to be properly laundered. The sheriff or keeper shall furnish each prisoner with clean water, towels and bedding. The sheriff or keeper shall serve each prisoner 3 times daily with enough well-cooked, wholesome food. The county board shall prescribe an adequate diet for the prisoners in the county jail.

Wisconsin State Statute 302.37(3)(a) The county or municipality shall furnish its jail with necessary bedding, clothing, toilet facilities, light and heat for prisoners

Wisconsin State Statute 302.37 (4) The sheriff or other keeper of a jail may use without compensation the labor of any prisoner sentenced to actual confinement in the county jail or, with the prisoner's consent, any other prisoner in the maintaining of and the housekeeping of the jail, including the property on which it stands. Any prisoner who escapes while working on the grounds outside the jail enclosure shall be punished as provided in s. 946.42.

- A daily inspection is conducted by jail staff of housekeeping, sanitation, and physical plant maintenance.
- The jail is constantly clean and in a healthful condition.
- Inmate areas are free of graffiti, posters, wall coverings, etching, etc.
- All surfaces, equipment, and facilities are clean and in good repair.
- Air handling systems, including ventilation screens and covers, are clean, unobstructed, and in good working order.
- Inmate personal property allowed in the housing units is subject to limitations on volume and content.
- Inmates are held accountable for making the beds, cleaning the floors, cleaning the common bathroom facilities, properly storing property, and maintaining cleanliness and order in the housing units daily.
- Inmates and staff are held accountable for housekeeping and sanitation deficiencies.
- Identified maintenance needs are addressed in a timely manner.
- Hallways are free of clutter and obstructions.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: Staff inspect the facility on a daily basis [REDACTED]. Sergeants oversee all maintenance needs within the facility. Staff are doing a good job of supervising inmates to eliminate excess personal property, improving housing units. The accountability within the dayrooms is continually improving. Cleaning supplies are provided on a daily basis. Inmates are responsible to maintain cell areas in a clean manner or they will not be permitted to watch TV. There appears to be a good working relationship with the County Maintenance Department. Most maintenance issues are reportedly addressed in a timely manner. Emails are utilized to request work orders and are checked daily by Maintenance personnel. Inmate workers are responsible to do laundry within the facility. Hallways are clear of obstruction.

DOC 350.12 Sanitation and Hygiene. The jail shall have policies and procedures relating to sanitation and hygiene.

DOC 350.12 (1) Facilities are required to be clean and in good repair.

COMPLIANCE	VERIFICATION
<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review <input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed <input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff

Comments: Policy # 211.07 & 218.02

**DOC 350.12 (2 ) Blankets shall be laundered monthly and before reissue.**

**DOC 350.12 (3) Sheets, pillowcases and mattress covers shall be changed and washed at least weekly and before reissue.**

**DOC 350.12 (4) Clean towels shall be issued to each inmate twice a week.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **On the date of the inspection inmate confirmation was provided to confirm compliance.**

**DOC 350.12 (5) Mattresses shall be provided where there is a need for overnight detention. Each mattress and each pillow, if used, shall be covered with a fire retardant, waterproof, easy-to-sanitize material. Mattresses and pillows shall be kept in good repair and in a clean and sanitary condition. The sheriff shall provide adequate bedding. Mattresses shall be cleaned and sanitized before reissue.**

**DOC 350.12 (6) Suppliers of mattresses and pillows shall be provide evidence to the sheriff that the products are fire retardant, waterproof, and easy to clean.**

**DOC 350.12 (7) Mattresses shall be of proper size to fit the bed.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **On the date of the inspection a spot check of mattresses appeared to be in good condition. Jail Administration is continually replacing any worn mattresses as needed and on a routine schedule according to budgetary allowances.**

**DOC 350.12 (8) The sheriff shall provide an inmate whose clothing has been confiscated with adequate and appropriate clothing, including footwear, for use while the inmate is in custody. Footwear shall be cleaned and sanitized before reissue.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Administration.**

**DOC 350.12 (9) Laundry schedule shall be established to meet daily needs. All issued and allowed clothing items are laundered twice weekly.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input checked="" type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Compliance confirmation obtained from inmate interviews.**

**DOC 350.12 (10) Vermin and pests are controlled with an effective, documented program. Containers of poisonous compounds used for exterminating rodents or insects shall be prominently and distinctly labeled for easy identification of contents. Poisonous compounds shall be stored independently and separately from food and kitchenware in a locked area not accessible to inmates.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Administration.**

**DOC 350.12 (11) After 24 hours, inmates shall be provided with towels and toilet articles sufficient for the maintenance of cleanliness and hygiene, including toothpaste and toothbrush, soap and comb. Basic feminine hygiene materials for females and toilet paper shall be provided to inmates upon request. There shall be no common use of toothbrushes, combs, shaving materials or feminine hygiene materials.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Administration.**

**DOC 350.12 (12) Inmates are provided cleaning materials daily. Tables used for common use and meals shall be kept sanitized. Door traps used for passing meals or other items shall be kept sanitized.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Logs are utilized.**

**DOC 350.12 (13) Safety and sanitation inspections of the jail are completed and documented at a minimum of once monthly.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 211.07 (g) (2) Documentation in this area was previously reviewed and forms were updated.**

**DOC 350.12 (14) Common use grooming tools are disinfected and cleaned before reissue and are stored in a secure area.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Administration.**

**DOC 350.12 (15) Property storage containers shall be sanitized before reuse.**

- Property storage containers may include bags, bins, totes and lockers.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: All areas are sprayed with a sanitizer.

**DOC 350.12 (16) Trash is removed daily from all dayrooms.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input checked="" type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Inmate verification.

**DOC 350.12 (17) Hazardous waste shall be disposed of according to government regulations.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Reviewed with Administration.

**INMATE SERVICES**

**DOC 350.26 Grievance Process. The jail shall have policies and procedures relating to an inmate grievance process and ensure it is available to all inmates and includes at least one level of appeal.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Policy # 211.08

This process was previously under review by administration. The process in place is reportedly working well.

**DOC 350.27 Legal Access. The jail shall have policies and procedures to address inmates' access to the courts, their attorneys, and legal materials.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: Policy # 211.10 Lexis Nexis is utilized.

**DOC 350.28 Indigence.** The jail shall have policies and procedures to address indigence.

**DOC 350.28 (1)** The jail shall establish definitions and procedures to define indigence.

**DOC 350.28 (2)** Inmates' access to health care, programming and essential services is not precluded by inability to pay.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 211.09 Reviewed with Administration.**

**DOC 350.29 Mail.** The jail shall have policies and procedures relating to written contact between inmates and their families, friends, attorneys, the court system, government officials and others.

**DOC 350.29 (1)** Provision for staff inspection and reading of non-privileged incoming and outgoing mail.

- Staff demonstrate a working knowledge of the procedures for mail inspection.

**DOC 350.29 (2)** Provision for the limited inspection of incoming and outgoing privileged mail.

- Staff demonstrate a working knowledge of the definition of privileged mail and the procedures for inspecting it.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 211.03 All information is available in the inmate handbook. A non-delivery form is utilized. Mail is currently not logged. Logs are generally used as an investigative tool. It may be an area to look at with regard to possible benefit from logging mail to develop documentation of inmate contacts.**

**DOC 350.29 (3)** Delivery of all non-privileged and approved privileged incoming mail.

- Inmate mail is delivered to inmates in a timely manner.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input checked="" type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Inmate confirmed.**

**DOC 350.29 (4)** Inventory and disposition of contraband items found in mail.

- Contraband items are inventoried and documented.
- Contraband is promptly turned over to supervisory staff.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Procedure is for the Shift Supervisor to handle.**

**DOC 350.29 (5) Provision of postage to indigent inmates.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input checked="" type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Indigent inmates are provided personal postage as deemed needed in accordance with classification, and unlimited legal postage.**

**DOC 350.29 (6) Provision for notifying inmates when outgoing or incoming mail is withheld.**

- A non-delivery of mail form is completed and provided to the inmate when mail is confiscated, destroyed, or rejected.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input checked="" type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Form is used and maintained.**

**DOC 350.30 Visitation. The jail shall have policies and procedures relating to visitation.**

**DOC 350.30 (1) Establishment of a visiting schedule for family, friends, attorneys, and others. Attorney visits shall be allowed during reasonable hours, as long as security and daily routine are not unduly interrupted.**

**DOC 350.30 (2) Establishment of procedures for requesting visitation during nonscheduled times.**

- Accommodations are made for visits to occur at times other than scheduled visiting times.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input checked="" type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Policy # 211.10 Visitation guidelines are established and are explained within the jail rules and posted. Inmates are required to choose who will be on their visitation list. Visitation is based on classification, and they are allowed unlimited professional visitors.**

**DOC 350.30 (3) Documentation of all visits through a visitor log or register.**

- All non-jail staff members who enter the jail are documented on the visitor's log or other appropriate register.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input checked="" type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: **Logs are documented with visitation information. Visitors are required to provide photo identification. Lockers are provided for professional visitors.**

**DOC 350.30 (4) Establishment of a search policy of visitors and their possessions.**

- Personal contact visitors are subject to a search procedure.
- Program workers and volunteers are subject to strict guidelines regarding personal items, carry-in equipment and compliance with jail policies.
- Law enforcement/Community Corrections/ Legal visitors are required to adhere to safe correctional practices limiting carry-in items and may be subject to search.
- Jail staff consistently apply visitation and search standards to all non-jail staff.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Administration.**

**DOC 350.30 (5) Posting of visitation policies and procedures, including visitation schedule, in a place readily accessible to visitors and inmates.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **All rules are within the inmate handbook and posted in the lobby.**

**DOC 350.30 (6) Establishment of a search policy for inmates before and after each visit.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 212.01 Reviewed with Administration.**

**DOC 350.31 Programs and services. The jail shall have policies and procedures relating to the provision of inmate programs and services.**

**DOC 350.31 (1) Use of community resources, contract providers, and volunteers authorized by the sheriff.**

**DOC 350.31 (2) Notification to inmates of availability, eligibility, and schedules.**

**DOC 350.31 (3) Conducting criminal background checks on all volunteers, community resources, and contract providers.**

**DOC 350.31 (4) Orientation and training on facility operations for all volunteers.**

**DOC 350.31 (5) Educational programming for inmates who are under 18 years of age consistent with the requirements of the Department of Public Instruction.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 211.17 Reviewed with Administration.**



**DOC 350.32 Religious programming.** Inmates shall have the opportunity to participate in practices of their religious faith consistent with existing state and federal statutes. The jail shall have policies and procedures relating to religious programming.

**DOC 350.32 (1) Identification of religious organizations and clergy willing to conduct religious services in the facility.**

**DOC 350.32 (2) Notification to inmates of the schedule of religious services available in the jail.**

- Staff demonstrate a knowledge of the procedure for assessing and responding to inmate requests for religious services.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 211.02 This is included within the jail rules handbook.**

**DOC 350.32 (3) Identification of religious items that may be kept on an inmate's person or in the cell.**

- If religious items are permitted, the policies are consistently applied throughout the jail.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Administration.**

**DOC 350.32 (4) Conducting criminal background checks on members of a religious organization and clergy.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Administration.**

**DOC 350.32 (5) Orientation and training on facility operations for all volunteers.**

- Documentation of the orientation and volunteer agreement is on file.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Administration.**

**DOC 350.33 Recreation. The jail shall have policies and procedures relating to recreation.**

**DOC 350.33 (1) Identification of the recreational activities that are available.**

**DOC 350.33 (2) Schedule of recreational activities.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 222.03**

**DOC 350.33 (3) When and where available, at least one hour of daily exercise and recreation is outside the cell or outdoors.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Administration.**

**DOC 350.34 Publications. The jail shall have policies and procedures relating to access to publications.**

**DOC 350.34 (1) Provision of publications of general interest for inmates such as books, newspapers and magazines.**

**DOC 350.34 (2) Identification of publications that are prohibited for inmates because their content creates a security risk.**

- Reading material restrictions are posted or otherwise accessible to inmates.

**DOC 350.34 (3) Inspection of publications brought by visitors for inmates if the jail allows visitors to bring in reading materials.**

- There are limitations on the volume of personal reading materials that can be kept in the housing area, and these limitations are enforced consistently throughout the jail.
- All reading materials allowed to be brought in by visitors are subject to search.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 211.14**

**DOC 350.35 Canteen. The jail shall have policies and procedures for the establishment and use of canteen, vending or other similar services for inmates.**

**DOC 350.35 (1) Canteen shall be made available to eligible inmates.**

**DOC 350.35 (2) Access to canteen may be restricted by the facility based upon inmate classification or status.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 211.15 Jail Administration advises that the canteen service they are provided seems to be going very well. Current contract is with Stellar Services. A kiosk is located in the jail lobby to allow family members the capability of putting money into an inmate account. They also allow movies to appropriate classifications.**

## FOOD SERVICE

**DOC 350.11 Food Service.** The jail shall have policies and procedures relating to food service.

**DOC 350.11 (1)** The jail shall provide nutritious and quality food for all inmates.

**DOC 350.11 (2)** An annual menu review by a qualified nutritionist or dietician shall be completed and maintained in the facility files.

### COMPLIANCE

### VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Policy # 211.11 Food Service is currently provided by Sheriff's Department employees under the direction of Kitchen Manager Debra Boelk. Menus for a 90 day period were reviewed. Menus are reviewed annually by a Registered Dietitian- Nicole Gill. No significant complaints were received with regard to Food Service.**

**DOC 350.11 (3)** An annual inspection of all full-production and service kitchens in a jail by a qualified, independent outside source documenting that the food service area meets health and safety codes.

### COMPLIANCE

### VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Kitchen is inspected by Department of Health Sanitarian. The most recent inspection was 10/03/2017.**

**DOC 350.11 (4)** Internal monthly inspection of the food service area is completed and documented.

### COMPLIANCE

### VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Forms are utilized and maintained. These are completed daily and monthly.**

**DOC 350.11 (5)** The kitchen area and all equipment are maintained in a sanitary condition. Routine inspections are completed and documented.

### COMPLIANCE

### VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Forms are utilized and maintained. These are completed daily and monthly.**

**DOC 350.11 (6)** Three nutritious meals are provided daily, two of which are hot. Variations may be allowed based on weekend and holiday food service demands, provided basic nutritional goals are met.

### COMPLIANCE

### VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments:

**DOC 350.11 (7) Food temperatures are properly maintained.**

- Documentation of daily food preparation temperatures is maintained.
- Documentation of periodic serving temperature readings is maintained.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Forms are utilized and maintained.**

**DOC 350.11 (8) Food items are stored appropriately at least 6 inches off the floor. Opened food packages are stored in airtight containers that are labeled and dated. Food items are stored in appropriate locations and temperatures.**

- Documentation of daily cooler and freezer temperatures is maintained.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments:

**DOC 350.11 (9) Special diets are provided as prescribed by a qualified health care professional.**

- Documentation of special diet orders is maintained.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Forms are utilized and maintained.**

**DOC 350.11 (10) An inmate may abstain from any foods that violate the inmate's religion. Consistent with available resources, the jail shall provide a substitute from other available foods from the menu served at the meal. The substitutions shall be consistent with sub. (1).**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/> Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input checked="" type="checkbox"/> Previous compliance documented
<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/> Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Kitchen Manager.**

**DOC 350.11 (11) Inmates assigned to the kitchen who prepare or serve food shall bathe or shower daily and be provided a clean uniform.**

**DOC 350.11 (12) No person who is known to be infected with any illnesses transmittable by food or utensils may be employed or work as a food handler in a facility.**

**DOC 350.11 (13) All persons who work in food service areas shall wear clean garments and clean caps or hairnets and shall keep their hands clean at all times when engaged in the handling of food, drink, utensils or equipment. Particular attention shall be given to the cleaning of the fingernails.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Kitchen Manager.**

**DOC 350.11 (14) Inmate workers are provided orientation and training prior to assignment in the kitchen area.**

- Documentation of orientation and training is maintained.

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Kitchen Manager-forms have been developed and are being maintained.**

**DOC 350.11 (15) Inmate workers are supervised throughout all aspects of food preparation and service.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Kitchen Manager.**

**DOC 350.11 (16) Food and drink shall be protected from contamination. Meals are covered during transit to and within the facility.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Reviewed with Kitchen Manager.**

**DOC 350.11 (17) Kitchen food storage and dishwashing equipment temperatures are routinely monitored and documented.**

COMPLIANCE		VERIFICATION	
<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/> Policy and procedure manual review	<input type="checkbox"/> Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/> Sample of facility records reviewed	<input type="checkbox"/> Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/> Sight confirmation by inspector	
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/> Verbal confirmation by facility staff	

Comments: **Logs are maintained.**

**DOC 350.11 (18) Garbage containers are covered, emptied daily, and are kept clean.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments:

**DOC 350.11 (19) Cleaning agents are stored separately from food service items.**

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input checked="" type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input checked="" type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments:

**DOC 350.11 (20) A security procedure is in place to control and account for sharps, tools and utensils at all times.**

- Documentation of daily control and inventory is maintained.

COMPLIANCE

VERIFICATION

<input checked="" type="checkbox"/>	Meets standard	<input type="checkbox"/>	Policy and procedure manual review	<input type="checkbox"/>	Previous compliance documented
<input type="checkbox"/>	Needs improvement	<input checked="" type="checkbox"/>	Sample of facility records reviewed	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Non-compliant	<input type="checkbox"/>	Sight confirmation by inspector		
<input type="checkbox"/>	Not reviewed	<input checked="" type="checkbox"/>	Verbal confirmation by facility staff		

Comments: Forms are utilized and include sign out and sign in provisions.